



CITY OF RIO RANCHO NEW MEXICO

*INVITES YOUR
INTEREST IN
THE POSITION OF*

ECONOMIC DEVELOPMENT & BUSINESS RELATIONS MANAGER

City of Rio Rancho, New Mexico
3200 Civic Center Circle NE
Rio Rancho, New Mexico 87144
(505) 891-5011

www.rrnm.gov

THE COMMUNITY

Incorporated in 1981, the City of Rio Rancho is a young, growing community located in Central New Mexico on the north border of Albuquerque. As the largest city and economic hub of Sandoval County, the City boasts magnificent views of the Sandia Mountain range, excellent schools and a temperate climate. With close proximity to skiing, hiking, and numerous outdoor and cultural activities, the community offers a diverse array of housing including entry level, executive, and retirement neighborhoods. Ranked as one of the safest cities in New Mexico, the City is justifiably proud of its low crime rate. The community enjoys two new hospitals and college campuses recently built close to the City Center. A large amount of undeveloped land and a growing population, combined with community assets and well-established employers, sets the stage for future growth and development.



CITY GOVERNMENT

The City has a Council – Manager form of government. The Governing Body consists of a Mayor and six Council members, elected for staggered four year terms. The Economic Development & Business Relations Manager is responsible for the effective implementation of City-wide initiatives to strengthen the economic sustainability and long-term vitality that enhances the quality of life of residents and strengthens the business environment. The Economic Development & Business Relations Manager will work closely with the State and various organizations and is responsible for attracting & expanding business in and around Rio Rancho.



COMMUNITY FACTS

- Population: 94,171
- 103 square miles
- 3rd largest city in the state
- Recognized by USA Today in 2014 as one of the 50 best places to live in America
- Recognized by *Money Magazine* as one of the 100 best places to live in America
- Recognized by *BusinessWeek Magazine* as one of the best places to raise kids
- A top school district in the state for both academics & athletics
- Median home price \$172,400
- Median household income \$59,243
- Median age is 35 years
- Major employers include: Intel, Hewlett Packard, Presbyterian Hospital, and UNM Sandoval Regional Medical Center
- Total households: 34,800
- Branch campuses of the University of New Mexico and Central New Mexico Community College



POSITION OVERVIEW

- Responsible for developing, leading, & administering the City's economic development programs including planning & performing professional and community economic development activities and initiatives.
- Responsible for areas of business retention and expansion, strategic planning, marketing/business attraction, economic development, small business and entrepreneurship development, community and real estate development, and workforce development initiatives that generate economic growth and impact in the City of Rio Rancho.
- Interaction with state, regional, local organizations.

THE IDEAL CANDIDATE

The following characteristics are desired in the Economic Development & Business Relations Manager:

- A strong knowledge of economic development strategies & practices, including knowledge of business financing and operations.
- A general knowledge & understanding of commercial & residential development & real estate practices.
- Ability to negotiate with private sector businesses, public agencies and with representative of various citizen groups.
- Ability to analyze, interpret, and apply advanced mathematical concepts to solve organization problems.
- Possess exceptional interpersonal and communication skills.
- Ability to be politically savvy, but able to remain apolitical in a variety of environments.

ESSENTIAL FUNCTIONS

Economic Development/Business Relations

Leads the Development, implementation, and administration of economic development plans, policies, programs, and strategies that balance the needs and interests of City government, property and business owners, residents, visitors, government agencies and community groups.

Oversees and participates in the development and administration of the Office budget.

Attract, educate, market, promote and recruit prospective business entities, and the development community, on opportunities to invest in Rio Rancho.

Act as a liaison, as needed, between the public and City Departments to facilitate business recruitment and relations.

Develop and execute Development Community Marketing/Outreach/Relationship to assist with new business opportunities in the early stages for successful attainment of new business and investment in Rio Rancho on the front-end, and in turn, viable recurring operations of new business in Rio Rancho.

Lead Senior-level cross-functional teams in strategizing and negotiating terms, agreements and ordinances for selected projects.

Evaluate fiscal impacts, current conditions and market trends and reports to the City Manager.

Attend trade shows and conventions that present a viable opportunity to attract, market, promote, and/or recruit potential economic based companies, retailers and/or other companies that will support economic growth in Rio Rancho.

Interface with regional Economic Development Organizations (EDOs) for prospect attraction, lead generation and marketing.



COMPENSATION PACKAGE

Hiring salary range: \$78,050 to \$117,075 DOQ/E • The City offers an attractive benefits package including: 80% paid Health and Dental and Life Insurance benefits for you and your family • 100% paid Basic Life and Disability Insurance • Available participation in Vision and Supplemental Life Insurance • Participation in the New Mexico Public Employment Retirement System • Optional participation in the City's Section 457 Deferred Compensation Plan, allowing for tax-deferred savings and direction of investments into ICMA-RC mutual fund investment options • Relocation Expenses negotiated • Vacation — 20 days per year • 12 sick days per year • 11 paid holidays • Flexible Spending Account • Employee Assistance Program • Tuition Reimbursement Program



QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, Economics or a directly related discipline.
- Five years of experience in economic development experience or closely related fields.



TO APPLY

If you are interested in this outstanding opportunity, please apply at www.rnm.gov

(click the "Employment" link) and include a cover letter, resume, and salary history.

First review of applications is December 12. Open until filled.

Detailed job description posted on www.rnm.gov

Applicant information is subject to the New Mexico Inspection of Public Records Act

RECRUITMENT TIMELINE

- December 12: First review of applications
- Mid-December: First interviews via phone or Skype
- Late December;/ Early January; Finalist interviews in Rio Rancho
- Early January: Appointment finalized